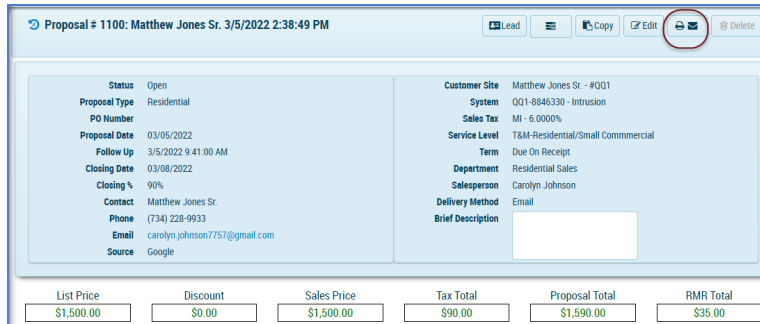


# Emailing a Proposal

Last Modified on 07/27/2023 9:50 am EDT

## Emailing a Proposal

Click on the Printer/eMail button located at the upper right of the proposal.



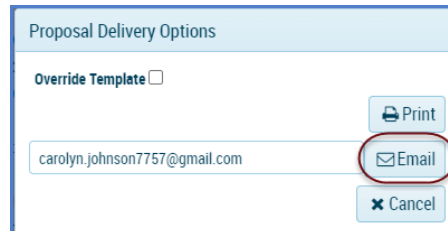
Proposal # 1100: Matthew Jones Sr. 3/5/2022 2:38:49 PM

Lead Copy Edit **Printer/eMail** Delete

<b>Status</b> Open	<b>Customer Site</b> Matthew Jones Sr. - #Q01
<b>Proposal Type</b> Residential	<b>System</b> Q01-8846330 - Intrusion
<b>PO Number</b>	<b>Sales Tax</b> MI - 6.0000%
<b>Proposal Date</b> 03/05/2022	<b>Service Level</b> T&M-Residential/Small Commercial
<b>Follow Up</b> 3/5/2022 9:41:00 AM	<b>Term</b> Due On Receipt
<b>Closing Date</b> 03/08/2022	<b>Department</b> Residential Sales
<b>Closing %</b> 90%	<b>Salesperson</b> Carolyn Johnson
<b>Contact</b> Matthew Jones Sr.	<b>Delivery Method</b> Email
<b>Phone</b> (734) 228-9933	<b>Brief Description</b>
<b>Email</b> carolyn.johnson7757@gmail.com	
<b>Source</b> Google	

List Price	Discount	Sales Price	Tax Total	Proposal Total	RMR Total
\$1,500.00	\$0.00	\$1,500.00	\$90.00	\$1,590.00	\$35.00

The Proposal Delivery Options form will be displayed. The email address entered on the proposal will auto-fill into the form. If you want to send to a different email address, you may change this to another valid email address. Click on the Email button.



Proposal Delivery Options

Override Template

carolyn.johnson7757@gmail.com

Print Email Cancel

The user will be presented with a message stating the proposal email was delivered. The proposal sent will be attached to the email as a .pdf file.

